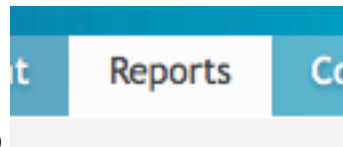
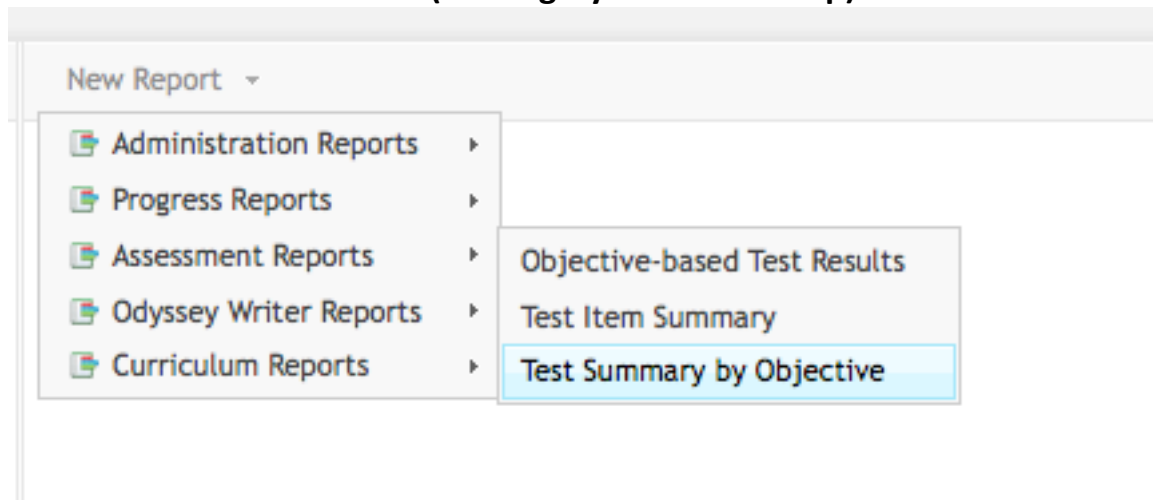


PRINTING A TEST SUMMARY BY OBJECTIVE REPORT



1. Click on the REPORTS tab

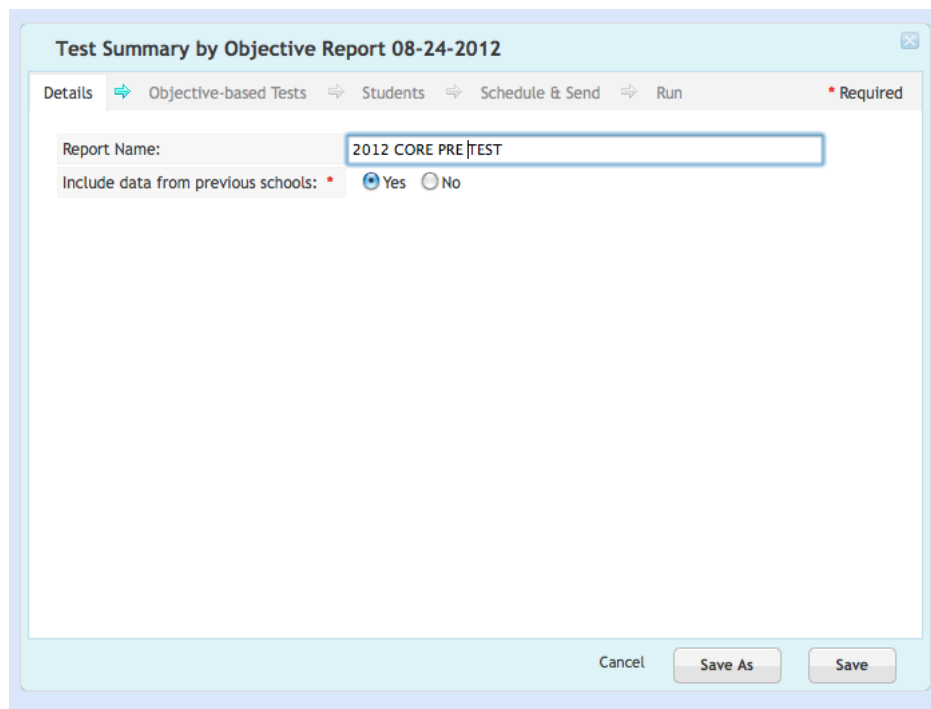
2. Then Click NEW REPORT (in the gray area at the top)



3. Click the ASSESSMENT REPORTS

4. Click TEST SUMMARY BY OBJECTIVE

5. A New window will appear in the REPORT NAME : type- 2012-2013
CORE PRETEST



6. Click on the tab in gray with the little turquoise arrow OBJECTIVE – BASED TESTS
7. On the left choose your Grade and on Availability put a check on MY DISTRICT
8. Press Search
9. Find your test- 2012 Grade-Core Pretest

The screenshot shows a software window titled "2012 CORE PRE TEST". At the top, there are several tabs: "Details", "Objective-based Tests" (which is highlighted with a turquoise arrow icon), "Students", "Schedule & Send", and "Run". A red asterisk and the word "Required" are visible on the right side of the tabs. Below the tabs, on the left, is a "Search Options" panel. It includes a "Subject:" dropdown menu set to "All", a "Grade:" dropdown menu set to "Fifth", and an "Availability:" section with four checkboxes: "My Assignments", "My School", "My District" (which is checked), and "All Schools". A "Search" button is located at the bottom of this panel. To the right of the search options is a "Search Result" panel. It has two sub-tabs: "Search Result" (active) and "Review Added Items". Below these tabs, it says "+ Add Selected Items" and "3 Objective-based Tests found.". A list of test names follows, each with a radio button: "11-12 5th Grade - Core Pretest", "11-12 5th Grade - Prerequisite Pretest", and "12-13 5th Grade - CORE Pretest" (which is selected). At the bottom of the search results, there is a pagination bar showing "< 1 > 1-3 of 3". At the very bottom of the window, there are three buttons: "Cancel", "Save As", and "Save".

10. Press

+ Add Selected Items

11. Click

Students

12. Click CLASSES on the left

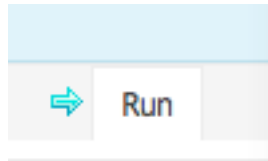
13. Put a check by the class that took the test (whatever you called it)

14. Press

Add

15. Press

Schedule & Run



16. Finally Press (in upper right corner)
17. RUN NOW
18. View PDF or View CSV
19. Print from this screen.